

CEA



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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	DISTRICT 8, DEPUTY DISTRICT DIRECTOR, ENVIRONMENTAL
LEVEL	CEA 1 (Salary Range \$6173-7838)
FINAL FILING DATE	MARCH 30, 2009

DUTIES/RESPONSIBILITIES

Under the general direction of the District 8 Director, the Deputy District Director, Environmental develops policy and provides expertise on environmental issues. This position cultivates business partnerships with national, interstate and statewide committees to ensure the District is effectively utilizing its resources to preserve the environment while ensuring project delivery. The incumbent serves as a member of the District's Executive Staff and provides overall policy direction for the activities with the Environmental Division in Riverside and San Bernardino counties. Specific duties include:

- Establishes new and modifies existing policies and procedures required to direct the District 8 Environmental Division that consists of: Environmental Quality Control/Quality Assurance (QC/QA) & NEPA Delegation; Environmental Engineering Oversight; Environmental Local Assistance; Environmental Planning/Management; Environmental Engineering; and Environmental Encroachment Permits.

- Establishes the strategic direction of the District 8 Environmental program. The incumbent provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the environmental strategic plan.
- Plans, organizes, directs and evaluates the business activities of the Environmental function in the District. The incumbent develops and implements key policy and organizational changes, guidelines, and procedures to ensure accountability and responsibility for project development and delivery.
- Ensures the District is in compliance with all federal, state and local environmental laws, regulations, policies and procedures.
- Approves major projects, including Environmental Impact Statements and Reports, Negative Declarations, and Project Priority Lists.
- Represents the Department at Resource Agency meetings involving highly sensitive or controversial environmental issues.
- Represents the Department at public conferences and meetings with federal, state, county and city officials; regional and local planning agencies and authorities; special interest and advocate groups; elected officials; impacted individuals; and industry representatives on issues relating to environmental aspects of delivering transportation projects and services.
- Participates as a member of the District Executive Staff and is instrumental in developing, formulating and establishing District policies.
- Oversees and directs the work activities of subordinate managers to identify needed products and resources and develop program goals and implementation plans.
- Advises the District Director on the full range of issues related to the District 8 Environmental program.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

- A broad and comprehensive knowledge of the Department's environmental roles and responsibilities and state and federal environmental policies, guidelines and standards.
- Knowledge in the development and management of complex budgets and contracts.
- Familiarity with federal and state regulations that apply to and impact the environmental work of the Department and the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a diverse, multi-disciplinary professional staff; participate in public forums; represent the Department in advanced environmental

matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

- Demonstrated ability to work within a management team to develop and implement a strategic transportation plan.
- Demonstrated ability to develop teamwork among subordinate staff, including staff reporting to subordinate supervisors.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Excellent oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final file date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Senior Transportation Engineer, Supervising Transportation Planner or Supervising Environmental Planner.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives,

corporate executives, legislative members and staff, the media, general public and professional groups).

- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: mailto:Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received by March 30, 2009 at 5:00 p.m. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.